

January 21, 2009

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on December 18, 2008, and recommends the following motions:

1. Review minutes of:
  - a. Housing Authority (9/15/08 & 10/20/08).  
Receive & place on file.
2. Presentation by Mike Blaska, Director of Programs & Services for WCA, re: Boston Mutual Insurance. (A new program, the Employee Life Option (ELO), a new and valuable employee benefit.) No Action.
3. After presentation, request action to adopt program. That Brown County offers the Employee Life Option (ELO) Plan to County employees.
4. Discussion re: Re-establishing Facility Master Plan Sub Committee. (Present members are: Patty Hoeft, Adam Warpinski, Mike Fleck, Pat Evans & Carole Andrews). Requested by Supervisor Tom Lund. Direct Chairman Lund to check with existing members to determine if they are interested in continuing to serve on the Facility master Plan Sub Committee.
5. Communication from Supervisor Steve Fewell re: To have Human Resources and Mental Health Staff develop a safety policy regarding the number of hours that an employee can be allowed to work to guarantee client safety. (Referred from November County Board.) Hold for one month.
6. Communication from Supervisor Andy Nicholson re: To create a county policy to return unused Housing Vouchers. (Referred from November County Board.) Hold for 30 days for further information regarding questions that were asked.
7. Communication from Supervisor Tom Lund re: To have the Sheriff's Department work with Human Resources to solve the problem of recruitment including background checks on prospective employees. (Referred from November County Board.) Receive & place on file.
8. Communication from Supervisor Tom Lund re: To look at the overtime budget and temporary help budget in the CTC for efficiencies. (Referred from November County Board.) To hold.
9. Communication from Supervisor Steve Fewell re: To have Human Resources and Mental Health Staff review the staff analyses completed by Human Resources. (Referred from November County Board.) To hold.

**Administration Committee**

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10. Communication from Supervisor Tom Lund re: Asking that Administration look into the policy protecting Brown County workers from external and internal threats on the job. (Referred from Executive Committee with motion: *Refer to Human Resources staff to develop a policy initiative regarding the protection of Brown County workers and report back to the Administration Committee.*) To hold.
11. Human Resources - Monthly Committee Report (November 2008). Receive & place on file.
12. Human Resources - Budget Status Financial Report for October 31, 2008. Receive & place on file.
13. Child Support Agency - Request for Budget Transfer (#08-82): Increase in Expenditures with offsetting Increase in Revenue: The State of Wisconsin reallocated unspent special improvement funds and additional incentive awards. Funds to be used for purpose of administration of the child support program only and are not match able. Brown County allocated an additional \$6,761. To approve.
14. Child Support Agency - Budget Status Financial Report for October 31, 2008. Receive & place on file.
15. Corporation Counsel - Resolution re: Disallowance of Claim (Jacqueline Watley). Committee approved disallowance of claim. See Resolutions, Ordinances January County Board.
16. Corporation Counsel - Budget Status Financial Report October, 2008. Receive & place on file.
17. Dept. of Administration - Request for Proposal (RFP) for Cost Allocation Plan (CAP), Project #1347. To approve.
18. Dept. of Administration - Information Services – Change Order #1 to Fiber Optic Project #1298B in the amount of \$135,897.28 from Multimedia Communications & Engineering Inc. (Additional cost to City of Green Bay only and does not affect Brown County.) To approve.
19. Dept. of Administration - 2008 Budget Transfer Log. Receive & place on file.
20. Dept. of Administration - Budget Status Financial Report for October 31, 2008. Receive & place on file.

**Administration Committee**

January 21, 2009

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21. Dept. of Administration - Information Services – Budget Status Financial Report for October 31, 2008. Receive & place on file.
- #21a Preview of Brown County website (by Bob Heimann, Director, Information Services). Approve changes to Brown County website.
22. Facility Management - Request for Budget Transfer (#08-85): Interdepartmental Transfer (including contingency or general fund transfers): Transfer \$70,161.27 from MHC Capital Building Project to the Fiber Optic Project for the MHC ring connection). Approve.
23. Facility Management - Request for Budget Transfer (#08-89): Interdepartmental Transfer (including contingency or general fund transfers): Transfer \$194,300 from the Fiber-Optic Bond Project to the Communications Center Bond Project for the Construction of a Disaster Recovery/High Availability Data Center at the Jail. Approve.
24. Facility Management - Budget Status Financial Report not available. (Report distributed at meeting.) Receive & place on file.
- #24a Bid Tabulation for Courthouse Bell Tower Repairs Project #1341. Approve.
25. County Clerk & Treasurer – Budget Financial Status Reports for October 31, 2008. Receive & place on file.
26. Audit of bills. Approve payment of bills.

Approved by:

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COUNTY EXECUTIVE

Date

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## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular and budget meeting of the **Brown County Administration Committee** was held on Thursday, December 18, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin



**Present:** Tom Lund, Chair; Jack Kruger, Tony Theisen, Andy Williams  
**Excused:** Patty Hoeft  
**Also Present:** Supervisors Nicholson & Warpinski  
Lynn VandenLangenberg, Jackie Scharping, Bill Dowell,  
Debbie Klarkowski, Laura Workman, Bob Heimann,  
Other Interested Parties

**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve the agenda. MOTION APPROVED UNANIMOUSLY**

**III. Approve/Modify Minutes of November 13, 2008:**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

**1. Review Minutes of:**

**a. Housing Authority (9/15/08 & 10/20/08):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*(Supervisor Williams arrived 5:35 p.m.)*

**Presentation:**

**2. Presentation by Mike Blaska, Director of Programs & Services for WCA, re: Boston Mutual Insurance. (A new program, the Employee Life Option (ELO), a new and valuable employee benefit):**

Mike Blaska from Wisconsin Counties Association was introduced. Mr. Blaska was asked to make a presentation regarding a permanent life insurance program offered by Boston Mutual Life Insurance Company. Because the cost of employee-paid benefits has decreased in the recent years and employers are finding it more difficult to make enhancements or updates to benefit schedules, Boston Mutual Life Insurance is providing Wisconsin's cities and counties the Employee Life Option (Option) plan which is a whole life permanent insurance program.

Blaska explained that the ELO program is completely voluntary and is being offered via payroll deduction. It is available not only to elected officials and employees, but also to their spouses, dependent children and grandchildren. A family member can be covered without the employee personally buying coverage. Neither the employee nor eligible family members can be turned down due to past or present health problems, and no physical or blood testing is required. A spouse may be subject to medical questions if treated in a medical facility within the prior six months of enrolling.

Premiums are guaranteed to never increase, nor will the face amount, cash values or paid-up benefits ever decrease. Cash values are currently earning 4.25%. The insured can continue the ELO program upon retirement or termination of employment with no increase in premiums or decrease in benefits.

Blaska stated that this is an opportunity for government to offer an insurance product to their employees and families at no additional cost to the taxpayers. Cost of the program ranges from \$2 to \$13 per week. Age determines the amount of coverage. New enrollment will occur once a year.

Wisconsin counties who have enrolled in the program include Jackson, Juneau, Washburn, Adams and Dane to name a few, with approximately a 32% average participation overall.

Discussion by the committee resulted in the consensus that Brown County employees should be made aware through department presentations of this program and then have the choice to join or not.

**3. After presentation, request action to adopt program:**

**Motion made by Supervisor Theisen and seconded by Supervisor Warpinski that Brown County offer the Employee Life Option (ELO) Plan to County employees. MOTION APPROVED UNANIMOUSLY**

**Communications:**

**4. Discussion re: Re-establishing Facility Master Plan Sub-Committee. (Present members are: Patty Hoeft, Adam Warpinski, Mike Fleck, Pat Evans, & Carole Andrews). Requested by Supervisor Tom Lund:**

Chairman Lund announced that Supervisors Krueger and Wetzel have offered to serve on this committee which will address long range planning for Brown County facilities. Staff members Chuck Lamine and Bill Dowell will also be included in the membership. Chairman Lund was directed to address the previous members named above to determine their continued interest.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to direct Chairman Lund to check with existing members to determine if they are interested in continuing to serve on the Facility Master Plan Sub-Committee. MOTION APPROVED UNANIMOUSLY**

5. **Communication from Supervisor Steve Fewell re: to have Human Resources and Mental Health Staff develop a Safety Policy regarding the number of hours that an employee can be allowed to work to guarantee client safety. (Referred from November County Board):**

Debbie Klarkowski announced that Human Resources and Human Services are working on a safety policy, which will be presented to this committee at their January meeting.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold one month. MOTION APPROVED UNANIMOUSLY**

6. **Communication from Supervisor Andy Nicholson re: To create a County Policy to return unused Housing Vouchers. (Referred from November County Board):**

Supervisor Andy Nicholson approached the committee regarding his request that the County create a policy to return unused Housing Vouchers. As it appears there are approximately 400 vouchers unused, he is asking that a process be created to return them to the Federal government for use elsewhere.

A letter from Keith Pamperin, Housing Administrator, was distributed and is attached. Mr. Pamperin explained in this letter that there is a difference between unused Housing Choice Vouchers and the number of Vouchers that the Brown County Housing Authority is authorized.

**Greg Geiser – Integrated Community Services.**

Mr. Geiser reiterated comments from Mr. Pamperin's written letter, explaining that the present number of Housing Choice Vouchers in Brown County is 3234, with the number currently served as 2805 in November 2008. He explained that this number varies on a monthly basis. Although the program is authorized to serve 3234, in the past two years HUD has moved from a unit based program to a budget based program. The actual number of households able to be served is controlled by the available Housing Assistance Payments (HAP dollars) provided, which is impacted by the size and cost of each household enrolled. In addition, the Housing Voucher Program is limited by the administrative dollars authorized. Currently HUD is authorizing administrative fees at approximately 95% of the actual cost determined to administer the program. The Housing Authority is also concerned that current economic conditions indicate affordable housing needs to grow as the housing crisis and unemployment impacts are absorbed. At this time they do not believe there is an excess of unused Housing Choice Vouchers based on the funding provided.

Discussion from the committee resulted in the following questions, which Mr. Geiser was asked to research and report back his findings in 30 days.

- What is the process to return vouchers to the Federal Government?
- What is the impact of doing so?
- Why not return them?
- Will they be re-distributed to other communities?

- Do they transfer between cities and counties?
- Can Brown County get them back if the need arose and what is that process?

In addition, a letter from JOSHUA (Justice Organization Sharing Hope & United for Action) was distributed and is attached. JOSHUA encourages the County Board not to reduce the number of Housing Choice Vouchers available in the community, as it is an effective economic development tool.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to hold 30 days for further information regarding questions that were asked. MOTION APPROVED UNANIMOUSLY**

7. **Communication from Supervisor Tom Lund re: To have the Sheriff's Department work with Human Resources to solve the problem of recruitment including background checks on prospective employees. (Referred from November County Board):**

Debbie Klarkowski reported that the Sheriff's Department has made a report to the Public Safety Committee on this matter. She explained that because the recruiting process includes military and background checks, along with psychiatric evaluation, it can be a lengthy process taking two to three months.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

8. **Communication from Supervisor Tom Lund re: To look at the overtime budget and temporary help budget in the CTC for efficiencies. (Referred from November County Board):**

As in #5 above, Debbie Klarkowski informed the committee that Human Resources and Human Services are reviewing the overtime budget and temporary help budget at the CTC and will have a report at the January meeting of this committee.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold. MOTION APPROVED UNANIMOUSLY**

9. **Communication from Supervisor Steve Fewell re: To have Human Resources and Mental Health Staff review the staff analyses completed by Human Resources. (Referred from November County Board):**

Included in #'s 5 & 8 above. Report will be made to committee in January.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to hold. MOTION APPROVED UNANIMOUSLY**

10. **Communication from Supervisor Tom Lund re: Asking that Administration look into the policy protecting Brown County workers from external and internal threats on the job. (Referred from Executive Committee with motion: Refer to Human Resource staff to develop a policy initiative regarding the protection of Brown County workers and report back to the Administration Committee):**

The request to develop a policy initiative regarding the protection of Brown County workers has been referred to the Risk Administrator and an update will be given at the January meeting.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to hold. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

11. **Human Resources Monthly Committee Report (November 2008):**
12. **Budget Status Financial Report for October 31, 2008:**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file #'s 11 & 12.**

**MOTION APPROVED UNANIMOUSLY**

**Child Support Agency:**

13. **Request for Budget Transfer (#08-82): Increase in Expenditures with Offsetting Increase in Revenue: The State of Wisconsin reallocated unspent special improvement funds and additional incentive awards. Funds to be used for purpose of administration of the child support program only and are not match able. Brown County allocated an additional \$6,761:**

Funds will be placed in the program improvement expenditure budget line item and shown on a program improvement funds revenue line item.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY**

14. **Budget Status Financial Report for October 31 2008:**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Corporation Counsel:**

15. **Resolution re: Disallowance of Claim (Jacqueline Watley):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve disallowance of claim. MOTION APPROVED UNANIMOUSLY**

16. **Budget Status Financial Report October, 2008:**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**



**Department of Administration:**

**17. Request for Proposal (RFP) for Cost Allocation Plan (CAP), Project #1347:**

The RFP for Cost Allocation Plan as included in packet material was explained by Bob Heimann. Mr. Heimann stated this is a yearly plan that is done to allow Brown County to recover State and Federal revenue dollars.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**18. Information Services – Change Order #1 to Fiber Optic Project #1298B in the amount of \$135,897.28 from Multimedia Communications & Engineering Inc. (Additional cost to City of Green Bay only and does not affect Brown County):**

This change order involves the City of Green Bay and has no financial impact on Brown County.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**19. 2008 Budget Transfer Log:**

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**20. Budget Status Financial Report for October 31, 2008:**

**21. Information Services – Budget Status Financial Report for October 31, 2008:**

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file #'s 20 & 21. MOTION APPROVED UNANIMOUSLY**

**21a. Review of Brown County Website (by Bob Heimann, Director, Information Services):**

Supervisor Adam Warpinski and Director of Information Services, Bob Heimann, distributed information relative to changes they are suggesting regarding the Brown County website. Supervisor Warpinski explained that changes have been made to the Home Page, and to pages involving committee structure and access to agendas and minutes, along with information related to individual departments. Chairman Lund asked that a way be found for the public to have easy access to supervisors with any questions they may have. It was explained that this is Step 1 and further changes will come before the committee as they are made.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve changes to Brown County Website. MOTION APPROVED UNANIMOUSLY**

**Facility Management:**

22. **Request for Budget Transfer (#08-85): Interdepartmental Transfer (including contingency or general fund transfers): Transfer \$70,161.27 from MHC Capital Building Project to the Fiber Optic Project for the MHC ring connection):**

Mr. Dowell explained that this request will transfer \$70,161.27 from the MHC Capital Building Project to the Fiber Optic Project for the MHC ring connection. **Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

23. **Request for Budget Transfer (#08-89): Interdepartmental Transfer (including contingency or general fund transfers): Transfer \$194,300 from the Fiber-Optic Bond Project to the Communications Center Bond Project for the construction of a Disaster Recovery/High Availability Data Center at the Jail:**

This request will transfer \$194,300 from the Fiber Optic Bond Project to the Communication Center Bond Project for the construction of a Disaster Recovery/High Availability Data Center at the Jail.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

24. **Budget Status Financial Report not available.**

Mr. Dowell presented a report through November 30, 2008 (attached). He reported that the budget is on track.

**Motion made by Supervisor Krueger and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

- 24a. **Bid Tabulation for Courthouse Bell Tower Repairs, Project #1341:**

Although concern was expressed that only one bid was received, that being from the Selmer Company in the amount of \$190,250, discussion resulted in the consensus that it was in line with the expected cost. Mr. Dowell had no explanation why Miron or Boldt Construction Companies, who could also perform the work, chose not to bid the project.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**County Clerk** – Budget Financial Status Report for 10/31/08. No other agenda items  
**Treasurer** – Budget Financial Status Report for 10/31/08. No other agenda items

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file Budget Status Financial Reports for 10/31/08. MOTION APPROVED UNANIMOUSLY**

**Other:**

**25. Audit of Bills:**

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve payment of bills. MOTION APPROVED UNANIMOUSLY**

**16. Such Other Matters as Authorized by Law:**

None

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to adjourn at 7:02 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary

# Wisconsin Counties

May 2008

## Permanent Life Insurance Program

—J. Michael Blaska, WCA Director of Programs & Services

In recent years the cost of employee-paid benefits has risen dramatically. As a result, employers are finding it more difficult to meet the demands for any enhancements or updates to benefit schedules.

Along similar lines, middle wage earners are not receiving individualized and personal life insurance planning assistance as they once did due to a reduction in agents and profit margins for smaller permanent life insurance products. Generally there are medical and underwriting requirements which also make it more difficult to secure long-term protection at affordable prices for average income earners.

WCA Services, Inc., a wholly owned subsidiary of the Wisconsin Counties Association, has entered into an agreement with Boston Mutual Life Insurance Company to provide Wisconsin's cities and counties the Employee Life Option (ELO), which is a whole life permanent insurance program. Boston Mutual Life Insurance Company has been in business since 1891 and was chosen because of its excellent financial insurance rating, competitive premiums, commitment to service and stature in the industry.

The ELO program is completely voluntary and is being offered via payroll deductions. It is not meant to duplicate or replace any current benefits. It is available to all elected officials and employees, as well as their spouses, dependent children and grandchildren. A family member can be covered without the employee or elected official personally buying coverage. Neither the employee/elected official nor eligible family members can be turned down for certain guaranteed amounts due to past or present health problems and no physical or blood testing is required. However, a spouse may be subject to medical questions if treated in a medical facility within the prior six months of enrolling.

Premiums are guaranteed to never increase. The face amount, cash values and paid-up benefits will never decrease. Cash values are currently earning 4.25 percent. The insured can continue the ELO upon retirement or termination of employment with no increase in premiums or decrease in benefits.

Many units of government offer group term insurance that provides insurance for a specific period of time in the event the insured dies prematurely. Few, if any, offer permanent life insurance which combines death

protection with savings no matter when death occurs. Less than 2 percent of the policyholders ever collect benefits from term insurance while 100 percent collect benefits from permanent life insurance.

The Boston Mutual Life Insurance ELO is serviced and enrolled by Hauser and Associates Insurance Services. The agency's reputation for service, integrity and professionalism is well documented. Their experience with county government in Indiana and their private sector presence in Wisconsin was critical in the decision to endorse this product. Their commitment to the customer's interest is also well recognized and sets them apart in a competitive industry.

This is an opportunity for governments to offer an insurance product to their employees and families at no additional cost to the taxpayers. Many of these employees are otherwise unable to obtain life insurance in the conventional market for their personal long-term and post-retirement needs. Identifying and addressing employee's needs is a means to improved performance, a more content workforce and a higher appreciation of the employer.

For more information contact J. Michael Blaska at [blaska@wicounties.org](mailto:blaska@wicounties.org) or 608.222.8520.

# ELO

## EMPLOYEE LIFE OPTION

### BOSTON MUTUAL LIFE INSURANCE

#### Employee Life Option -- Interest Sensitive Whole Life

The ELO Program, administered by Boston Mutual Life Insurance Company, is being offered via payroll deductions and does not duplicate or replace any of your present benefits.

It is available to all employees working 20 hours or more per week, as well as their spouses, dependent children and grandchildren.

The ELO Plan offers these advantages to you:

- |   |   |
|---|---|
| <b>Guaranteed Rates</b>   | Premiums are guaranteed to never increase.  |
| <b>Guaranteed Benefits</b>                                      | Face amount, Cash Values and Paid Up benefits will never decrease.  |
| <b>Flexibility</b>  | You can cover a family member without covering yourself.  |
| <b>No Physical Exams</b>  | Neither you or eligible family members can be turned down for certain guaranteed amounts because of past or present health problems.          |
| <b>Current Interest Rates</b>                                   | Cash Values within ELO are currently earning 4.25% on a tax-deferred basis.   |
| <b>Portability</b>  | Should you retire or terminate your employment, you can continue ELO with <b>NO INCREASE IN PREMIUMS</b> and <b>NO DECREASE IN BENEFITS</b> . |
| <b>Guarantee Issue Limits</b><br><b>*(No medical questions)</b> | Guarantee issue amounts available for employees, spouse, dependent children and grandchildren.  |

**\*Note:** One exception to Guarantee Issue Limits exists, if your Spouse has been hospitalized or treated at a medical facility on an in or out patient basis within the past six months prior to enrolling in the plan, he/she will be subject to medical underwriting and home office approval before coverage can become effective on the spouse.



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# Brown County Housing Authority

100 North Jefferson Street  
Room 608  
Green Bay, Wisconsin 54301-5026  
920 448 3400  
fax 920 448 3426



Keith A. Pamperin  
Housing Administrator  
920 448 3414  
keithpa@ci.green-bay.wi.us

**DATE:** December 18, 2008

**TO:** Chair Tom Lund and members of the Brown County Administration Committee

**FROM:** Keith A. Pamperin, Housing Administrator *Keith Pamperin*

**RE:** Request to Create a County Policy to Return Unused Housing Vouchers

I am responding to Supervisor Nicholson's November 10, 2008, referral from the Brown County Board requesting to create a County policy to return unused Housing Vouchers.

I apologize for not being able to attend the Administration Committee meeting, but I, and the Green Bay Housing Authority, are hosting the annual holiday party for our residents at Mason Manor Retirement Community this evening.

I expect Supervisor Nicholson is referring to unused Housing Choice Vouchers as the difference between the numbers of Housing Choice Vouchers that the Brown County Housing Authority is authorized to serve, 3234, and the number currently being served, 2805, for the month of November 2008.

The number of households being served by the Housing Choice Voucher Program varies on a monthly basis. We have always reported being authorized to serve 3234 households. However, in the past two years, HUD has moved from a unit based program to a budget based program. The actual number of households able to be served is controlled by the available Housing Assistance Payments (HAP dollars) provided, which is impacted by the size and cost of each household enrolled. An eight person household costs more than a two person household. In addition, the Housing Voucher Program is limited by the administrative dollars authorized. Currently HUD is authorizing administrative fees at approximately ninety-five percent of the actual cost determined to administer the program, and in Brown County we have added the cost of detailed criminal background investigations and fraud investigations, which further burdens administrative capacity.

With the funding provided, the Brown County Housing Authority can serve approximately 2875 households. We are currently serving 2805, and have been as high as 3021 as recently as June. This provides a limited budget capacity of approximately \$26,950.00 per month to deal with fluctuations in household size, terminations, and new enrollment, which is not excessive for a program of this complexity.

HUD may adjust the HAP dollars for 2009 to provide for the households leased up, however, we have no assurance of that.

(6)

The Authority is also concerned that current economic conditions indicate affordable housing needs to grow as the housing crisis and unemployment impacts are absorbed.

At this point we do not believe we have an excess of unused Housing Choice Vouchers based on the funding provided.

As you may know, I am retiring from the position of Housing Administrator on January 7, 2009, after nearly thirty-eight years. If you have the need to further discuss these concerns at your January meeting, please advise Executive Director, P. Rob Strong at 448 3400.

If the Administration Committee has recommendations regarding the administration of the Housing Choice Voucher Program, the Committee should report its recommendations to the County Board for the County Board to communicate the recommendations to the Brown County Housing Authority.

KAP:dmr

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## J O S H U A

December 18, 2008

Supervisor Thomas Lund, Chair of Administrative Committee and Administrative Committee members Patty Hoeft, Jack Krueger, Tony Theissen, and Andy Williams

Dear Administrative Committee members:

JOSHUA encourages the Brown County Board of Supervisors not to reduce the number of Section 8 vouchers available in our community. This is an effective program which benefits Brown County. The positive results of Section 8 are:

1. An effective economic development tool. Landlords participating in the program receive cash assistance in the form of a subsidy beyond what the tenant can pay. Requirements to keep properties up to housing code encourage rehabilitation and upkeep of the housing units. The rental payment and jobs created by upkeep of the properties pump money into our local economy. The repair of buildings prevents neighborhood deterioration.
2. A return of federal taxes paid by local citizens to Brown County, rather than transferring our tax monies elsewhere.

JUSTICE ORGANIZATION SHARING HOPE & UNITED FOR ACTION

130 St. Matthew St. • Green Bay, WI 54301 • ph: 920.362.1511 • e-mail: joshua4justice@gmail.com

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## J O S H U A

3. Lower income tenants, including the disabled, are able to reside in apartments or homes which meet code requirements instead of in substandard housing. As the economy worsens, more local residents of Brown County are expected to apply for Section 8 vouchers.
4. The continued availability of this program the numbers of persons residing in local homeless shelters.

Our organization also urges the County Board to remember there are strict requirements for tenant qualification into the program. Various criminal convictions and debt make some persons unqualified for Section 8.

JOSHUA is a faith based organization composed of 17 member institutions in our County, including Catholic, ELCA Lutheran, Methodist, Episcopal, Unitarian, Moravian, and nondenominational religious organizations. Please contact our organization if you wish further information.

Thank you very much for your consideration.

Sincerely,

Judy Vogels, JOSHUA President

JUSTICE ORGANIZATION SHARING HOPE & UNITED FOR ACTION

130 St. Matthew St. • Green Bay, WI 54301 • ph: 920.362.1511 • e-mail: joshua4justice@gmail.com

**Brown County  
Facilities Management  
Budget Status Report  
11/30/2008**

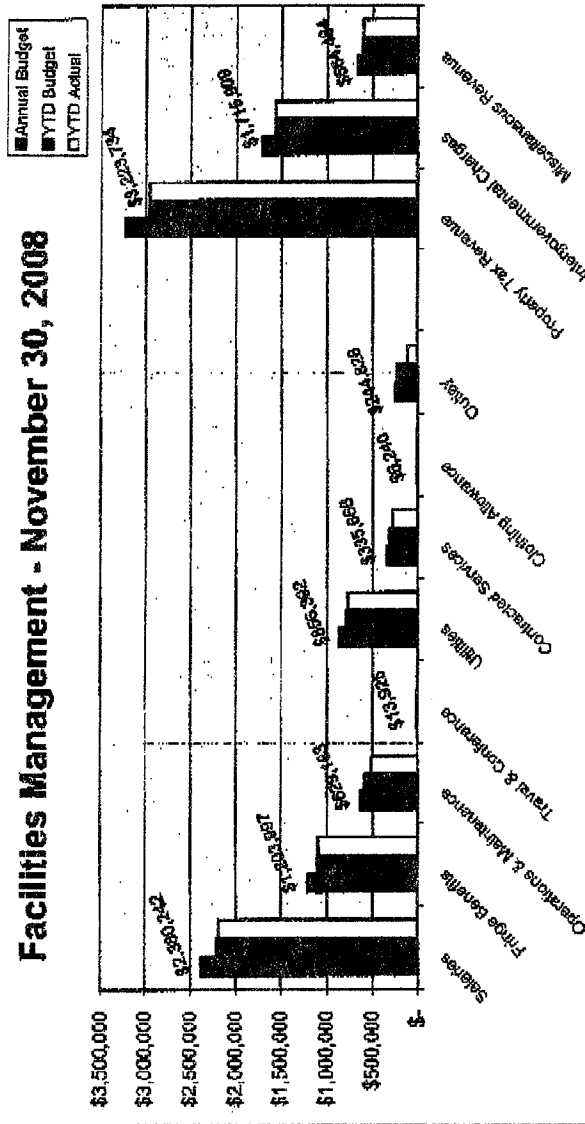
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 2,380,242	\$ 2,196,804	\$ 2,185,663
Fringe Benefits	\$ 1,203,997	\$ 1,093,804	\$ 1,091,155
Operations & Maintenance	\$ 629,163	\$ 576,733	\$ 508,874
Travel & Conference	\$ 18,325	\$ 12,765	\$ 5,040
Utilities	\$ 856,392	\$ 785,025	\$ 770,445
Contracted Services	\$ 385,988	\$ 307,696	\$ 274,391
Clothing Allowance	\$ 6,240	\$ 5,721	\$ 5,888
Outlay	\$ 244,828	\$ 229,953	\$ 109,580
Total Expenses	\$ 5,870,455	\$ 5,208,501	\$ 4,950,526
Property Tax Revenue	\$ 3,223,734	\$ 2,955,089	\$ 2,955,085
Intergovernmental Charges	\$ 1,715,909	\$ 1,572,916	\$ 1,567,897
Miscellaneous Revenue	\$ 654,484	\$ 603,110	\$ 607,890
Fund Balance Applied	\$ 86,328	\$ 66,328	\$ 66,328
Total Revenues	\$ 5,870,455	\$ 5,203,443	\$ 5,197,000

**HIGHLIGHTS: Preliminary results**

Expenses: Utilities are within budget. Year to date expenses are \$257,975 under budget. \$66,328 Fund Balance is due to outlay carryovers.

Revenues: Year to date, revenues are \$6,443 more than budget.

**Facilities Management - November 30, 2008**



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